

REVIEW OF RECORDS IN THE CACFP

The application needs to reflect compliance with the following requirements. Each of the descriptions below provides the local agency with the minimum information that must be included on the application.

Free and Reduced Price Meal Applications – After these records are collected from families and before they are filed, someone must be responsible for “reviewing” the record to make sure that the following information is completed: 1) all family members are listed, 2) a case number is provided for an “eligible” program (Food Stamps, TANF, or FDPIR) or the income of each family member is provided, 3) there is an adult household member signature on the form, 4) there is a social security number for that household member (or the box is checked stating that they do not have a social security number), and 5) that the form is dated.

Enrollment Forms – After these records are collected from families and before they are filed, someone must be responsible for “reviewing” the record to make sure that the following information is completed: 1) the child’s full name is listed, 2) the child’s date of birth is listed, 3) the normal hours are listed, 4) the normal days of care are listed, 5) the normal meals eaten while in care are listed, and 6) a parent’s signature is on the form. Remember, these forms must be reviewed (and updated, as needed) by the parents on an annual basis.

Meal Count Records – After these records are collected and before they are filed, someone must be responsible for “reviewing” the record to make sure that the following information is completed: 1) the full name of each child is listed on the form, 2) meal counts are done daily and are not being done in advance, and 3) attendance records support that the children were in attendance for all of the meals that were claimed.

Time In / Time Outs Records – After these records are collected and before they are filed, someone must be responsible for “reviewing” the record to make sure that the following information is completed: 1) the full name of each child is listed, 2) the actual time in and time out are recorded for each child on a daily basis.

Menus – After menus are planned and before they are served, someone must be responsible for “reviewing” the menus to make sure that the CACFP meal patterns are followed for all meals. They should also be reviewed for nutritional quality.

Menu Substitutions – If substitutions need to be made on the planned menus someone needs to review the substitutions before the meals are claimed to make sure that any substitutions that were made were appropriate substitutions (the meal or snack is still reimbursable).